

# **Information Technology Resource Management Council (ITRMC)**

## **Meeting Minutes**

*(Approved by Council April 25, 2001)*

**February 20, 2001**

1:35 a.m. to 3:50 p.m., East Conference Room, Joe R. Williams Building  
700 West State Street, Boise, Idaho

The February 20, 2001 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

### **CALL TO ORDER, WELCOME**

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

### **ATTENDANCE**

#### **Members/Designates Present:**

Ms. Pam Ahrens, Chairman  
Mr. Eric Beck, Agency IS Representative  
Mr. Dwight Bower, Agency Executive Office  
Dr. Gregory Fitch, State Board of Education  
Representative Lee Gagner  
Mr. Ken Harward, Local Gov't. Representative  
Mr. Karl Kurtz, Agency Executive Officer  
Representative Bert Marley, Idaho House  
Mr. John Peay, Judicial Representative  
Col. Ed Strickfaden, Idaho State Police  
Mr. J.D. Williams, State Controller  
\*Mr. Rich Mincer, Dept. of Education

#### **Absent Members:**

Senator Hal Bunderson, Idaho Senate  
Dr. Marilyn Howard, Dept. of Education  
Ms. Mary Elizabeth Jones, Rural Representative  
Mr. Roger Parks, Private Industry Representative  
Senator Clint Stennett, Idaho Senate

\*Designate

**Others Present:**

Mr. Brad Alvaro, Dept. of Correction  
Mr. Hal Anderson, Dept of Water Resources  
Ms. Angela Babcock, State Controller's Office  
Mr. Phil Bandy, Dept of Environmental Quality  
Ms. Angie Billings, State Controller's Office  
Mr. Miles Browne  
Ms. Carla Casper, DITCS  
Mr. Jan Cox, Division of Purchasing  
Ms. Dena Duncan, Dept of Administration  
Mr. Rich Elwood, ITRMC Staff  
Mr. Bill Farnsworth, ITRMC Staff  
Ms. Liza Fox, Transportation Department  
Ms. Emily Gales, ITRMC Staff  
Mr. Jim Hogge, Boise State University

Mr. Kevin Iwersen, DITCS  
Mr. Laird Justin, State Controller's Office  
Mr. Mark Little, Dept of Purchasing  
Ms. Allison McClintick, Governor's Office  
Ms. Marguerite Mason, Boise State University  
Mr. Dean Merritt, Insurance  
Mr. Ron Pharis, Envision  
Mr. Joe Roche, DITCS  
Mr. Ron Row, Dept of Correction  
Mr. Frank Scott, NSR  
Ms. Carol Silvers, State Library  
Mr. Scott Somerhalder, Access Idaho  
Ms. Nancy Szofran, State Board of Education  
Mr. Jeff Walker, Access Idaho

**MOTION TO APPROVE OCTOBER 11, 2000 AND DECEMBER 5, 2000 MINUTES**

**A motion was moved and seconded to approve the October 11, 2000 and December 5, 2000 ITRMC Meeting Minutes, and the motion passed unanimously.**

**ITRMC STAFF UPDATE**

Chairman Pam Ahrens introduced Rich Elwood as the **Statewide Information Technology (IT) Coordinator** and invited him to speak to the group. Mr. Elwood spoke to the Council and others present about his IT experience. Chairman Ahrens advised the Council that Elwood would be focusing on the State of Idaho IT Plan, Risk Assessment and Project Management.

Ahrens then advised the Council of additional changes to the ITRMC Staff: Liza Fox accepted a position with the Idaho Transportation Department, and Jeff Rompala accepted a position with Hewlett-Packard. The Department of Administration was, however, concluding recruitment for the GIS Coordinator replacement, and beginning recruitment for the IT Analyst position. Chairman Ahrens assured the Council there would be a full staff by the next ITRMC meeting, and invited recommendations from the Council.

**GIS REPORT**

(Refer to insert: Draft Executive Order 00-00: Idaho Geospatial Committee)

**Liza Fox** presented recent activities related to GIS coordination in Idaho. Ms. Fox invited the Council to address any outstanding issues with the **Draft Executive Order**. The Council would first be updated on the final steps taken to complete the Order.

The new Order would create an executive committee for GIS coordination in the State of Idaho. The previous Executive Order (96-24), which expired on November 21, 2000, included coordination only among state agencies. The new draft Order differs from Executive Order 96-24

in that it includes representation in GIS coordination among all stakeholders in Idaho, no more than sixteen members. This executive committee [Idaho Geospatial Committee (IGC)] is responsible for coordination of each component of Idaho's geospatial infrastructure. Also, this new Order requires annual reporting by IGC to ITRMC (by December 30). This year, part of the reporting shall include the development of by-laws for this organization, due to the many stakeholders involved. By bringing all the stakeholders together, we hope this Order will foster collaboration and assist in resolving any conflicts that may arise, Fox said. This is a key component of geospatial infrastructure for GIS in the State of Idaho. In addition, all of Idaho's federal agencies that operate in the State of Idaho and almost all state agencies are currently using GIS in some form or another, as well as local governments, tribes, universities, and some K-12 programs.

Ms. Fox recognized and thanked the co-chairs of the ITRMC GIS Task Force, Hal Anderson and Miles Browne, for their assistance in the development of this draft Executive Order.

### **MOTION TO SEND DRAFT EXECUTIVE ORDER TO GOVERNOR WITH RECOMMENDATION TO ADOPT, REPLACING EXECUTIVE ORDER 96-24**

**A motion was moved and seconded to send the draft Executive Order (creating the Idaho Geospatial Committee) to the Governor, with a recommendation to adopt this Order, replacing Executive Order 96-24, and the motion passed unanimously.**

**Hal Anderson**, ITRMC GIS Task Force Chairman, thanked Liza Fox, Miles Browne, and the ITRMC for being instrumental in helping the GIS community of Idaho to move forward with one of its primary objectives – the opportunity to provide the Idaho Geospatial Committee. Furthermore, this is a big step forward for the State of Idaho and will be well received/supported by the GIS community, Anderson said.

### **GIS REPORT, CONTINUED**

Liza Fox continued with an update on a **workflow study** to be conducted by the Idaho Association of Counties. This study would assist in learning how information needs to travel through the counties, via each of their offices. We would like to break down barriers of information flow and understand how this information needs to move, said Fox. Most Idaho counties have a minimum of four addressing databases containing the same information, which leads to inherent trouble in that type of system. The Idaho Association of Counties has embraced this study and is looking at how to fund it. This type of study is absolutely critical for the whole GIS community, as well as any of us facing IT integration issues, Fox said.

### **Western Governors' Association GI Council**

The State of Idaho will now represent the Western Governors' Association (WGA) Geographic Information Council on reviewing the National Fire Plan. Idaho's GIS community recommended this in response to President Clinton's allotment of \$1.6 billion (October 2000) to assist with the wildlife fire effort.

## **International GIS Collaboration**

Ms. Fox and Joe Encinas (USFS) have composed a cooperative agreement between the State of Idaho and sister state Jalisco, Mexico, to share GIS resources and expertise. A \$1,500 grant has been approved for the State GIS Coordinator to travel to Guadalajara University and Jalisco, Mexico, sometime over the next four months.

## **STATE OF IDAHO INTERNET SECURITY POLICY UPDATE**

Chairman Ahrens introduced **Eric Beck**, Department of Labor, to provide an update on the Internet Security Policy. Beck mentioned this Policy might be more appropriately termed the State of Idaho *Intranet* Security Policy, due to the existence of the Internet. Those working on this Policy have done so for eight to nine months hoping to furnish the Council with a completed version by the February 20, 2001 Council meeting. However, issues that have surfaced late in this process need to be resolved before the Policy can be proposed to the Council. We expect to do so at the April 25, 2001 meeting of the ITRMC, said Beck.

## **PURCHASING DEPARTMENT**

Chairman Ahrens introduced **Jan Cox**, Division of Purchasing. Cox proceeded with an update on the **purchasing modernization legislative effort**, which is now in the form of a Senate Bill (SB1025). One event resulting in this bill was the formation of a Purchasing Modernization Task Force (August 1999) to deal with updating the Idaho Code, due to arising issues relative to technological advancement. Some recent experiences of the Division of Purchasing, as well as state agencies and business partners, which have brought them to their current position, are as follows: the Massachusetts electronic mall (E-Mall) – an effort by five states (including Idaho) to test the concept and potential of electronic ordering (October 1998-November 1999) – a potential time savings of up to 72% was found; a request by American Management Systems (AMS), via the State Controller's Office, to test some theories on doing various activity-based cost studies on placing orders against existing contracts (four agencies involved in the E-Mall project agreed to participate), whereas potential for significant cost savings was found; and posting bids via the Internet – found to be beneficial to both vendors and the Division of Purchasing (reduced paper consumption by about one-third, reduced mailing costs, etc).

The Purchasing Modernization Task Force reviewed the Idaho Code statutes and identified changes necessary to accommodate electronic commerce. The task force also discovered other changes to be made: “housekeeping” issues; addition of two tools to the toolbox (ability to negotiate while in the competitive bid process and reverse public auction); extend the use of multiple awards contracting; and improve the vendor registration process. The task force then developed a legislative package incorporating all of these changes.

One of the intended consequences of these changes will be a conservative estimate of a 50% - or better - reduction in the number of rules associated with the Division of Purchasing. We are able to do this without sacrificing the essence of public purchasing e.g. fairness to the vendors, ethical treatment, open records, etc., Cox said. Furthermore, a survey was conducted (about 320 surveys) by Purchasing, targeting businesses in 64 communities across the state, with a response rate of about 67%. The results illustrated 92% of respondents want to do business with the state via the

Internet. The Division of Purchasing has also received active support from the business community, and believes this to be a win-win effort. The contract also includes a Public Agency Clause, which makes this capability available to local jurisdictions for use, if it is possible with respect to our statute, Cox said. The Division of Purchasing will be training/educating on an incremental basis for years to come, as it is not yet in a position to mandate these new changes. Initially, Division staff will work with state agency personnel as well as vendors to insure a smooth transition.

### **Internet Purchasing Application**

(Refer to insert: Internet Purchasing Application slides)

The Division of Purchasing is contracting with SYSCOM, a privately held company that specializes in systems integration, whose product is publicbuy.net. This company is unique in that it handles both bidding and catalog order placement, and its purchasing application is designed by purchasing professionals. Jan Cox reviewed each step in the electronic buying/bidding process with the Council. Passage of the statute will allow for total implementation of this system.

### **Pcard**

(Refer to insert: Pcard slides)

Jan Cox presented an overview on the purchasing card (Pcard) program, which began in July 1998 to simplify the buying process.

## **ACCESS IDAHO UPDATE**

**Scott Somerhalder**, Idaho Information Consortium (IIC), was introduced to provide an update on Access Idaho. Somerhalder reviewed completed projects of 2000 with the Council (refer to insert: Access Idaho 2000 Annual Report). Since the Access Idaho Web site went live (May 3, 2000), fifteen new applications have been released. These applications range from Web sites, to searchable databases, to e-government applications. Some e-government applications include the Idaho Real Estate Commission's on-line license renewals, the Attorney General's No Call list, and a UCC (Uniform Commercial Code) lien search application. This year, Access Idaho will be working with the Department of Labor on an unemployment insurance tax payment application; the Idaho Transportation Department on various projects; and developing between ten and fifteen new Web sites, including the Governor's Web site.

Chairman Ahrens noted that Access Idaho is a self-funding portal. Large agencies participating provide a funding base. This allows smaller agencies to put some of their applications on-line.

Ahrens introduced **Bill Farnsworth** to speak about the national e-government leadership award presented to the State of Idaho, Department of Administration, by the Council of State Governments (CSG). This Eagle Award was given for the most innovative state Web site for 2000. Farnsworth noted press coverage and high rankings that Access Idaho has received. Chairman Ahrens then referenced an annual Government Performance Project, conducted by Governing Magazine, which covers various types of management categories. For the area of information technology, Idaho received a "B", up from a "D+" in 1998.

Mr. Farnsworth went on to mention that the ITRMC and Department of Administration Web pages had been done by Access Idaho, and demonstrated the live ITRMC page to the Council, asking for future feedback. A list of Web services offered by the State of Idaho is available on-line, said Farnsworth. The Department of Administration, the Department of Parks and Recreation, Information Technology Training Program (ITTP), and the Tax Commission have made a joint purchase of an SQL (Structured Query Language – a database query language that was adopted as an industry standard in 1986) server, which is housed at the Department of Administration. This server will allow us to put databases in place, Farnsworth said.

## **RIB Homepage**

**Jim Hogge**, Director of the Idaho Small Business Development Center, Boise State University, was introduced. Mr. Hogge was representing Reducing Idaho's Bureaucracy (RIB), a loosely knit partnership between fourteen different state and federal agencies. Some state agency partners include the Tax Commission, Department of Labor, Industrial Commission, Board of Occupational Licenses, and Transportation Department. RIB's main goal is to improve the way we serve businesses, and to simplify their interaction with state government, Hogge said. Additionally, RIB strives for interactivity and conductive business on-line. RIB received a small grant from the US Department of Agriculture, along with a significant contribution from the agencies involved, to assist in building the Web site, **Small Business Solutions**. It is anticipated the site will be a way to reinvent the manner in which we relate to our business customers, Hogge said. The Small Business Solutions Web site offers continuous access to information; is functionally oriented to common business problems; and leads users to answers to particular questions in a timely fashion. In closing, Hogge noted that this site is a work in progress.

Mr. Hogge introduced **Marguerite Mason**, who demonstrated key features of the site. The Small Business Solutions Web site is unique in that it features a Business Wizard, where the business owner is asked specific questions about his/her business. Based upon the answer to these five questions, the Wizard creates a customized checklist of agencies the owner needs to see. This tool can be very helpful to the business owner, as there are over 300 types of business activities that are regulated in the State of Idaho. Other features of the site are the ability to download forms, contact information with hotlinks, a tax calendar, and an "e-mail us" feature (handled by the Idaho State Library). In addition, experienced and new business owners can easily utilize the Small Business Solutions Web site. Phase III improvements to the site will begin in the coming months. RIB has started (and will continue) dialogue with other state agencies about handling the monthly maintenance costs to the site. In the future, the services of Access Idaho can be employed for maintenance. An intern can do the majority of content maintenance through the Small Business Development Center, with a cost of \$10,000 – or less – on an ongoing basis. The Small Business Solutions Web site, [www.idahobizhelp.org](http://www.idahobizhelp.org), can also be accessed through Idaho's homepage at [www.accessidaho.org](http://www.accessidaho.org).

## **BRIEF UPDATES**

Chairman Ahrens introduced **Joe Roche**, Division of Information Technology and Communication Services (DITCS), who provided an update on the **IDANET** telecommunications initiative. The underlying premise of the original IDANET Request for Proposal (RFP) was that the state was unaware of how to design networks. Inventory information was collected based on what the State of Idaho was doing, and the RFP was issued on the basis of someone in the commercial sector

designing a network for the state. In this process, it was learned that there is a lot of expertise within Idaho state government to design networks. Therefore, the underlying premise of the next RFP will be that the State of Idaho will design a network. The RFP will outline what the state wants. It was also learned that we should bid and leverage our telecommunications buying power, doing so on a phased/original approach, Roche said. Inventory information, based on the current state of affairs, has been solicited from state agencies, higher education, etc. This information is to be returned to the IDANET Network Design Work Group (for which key people have been selected from higher education and state agencies) by the end of February 2001. Roche then acknowledged the Idaho Transportation Department (ITD) for its leadership in this initiative. ITD possesses expertise, which it is applying and lending to us to help support this issue. Additionally, once the data is collected, it has offered to enter it into a database so that we can not only keep track of it electronically, but also graphically portray it in order to make good quality decisions on designing the network, Roche said.

### **Purchasing Contracts**

Chairman Ahrens introduced **Mark Little**, who presented an update on Division of Purchasing statewide contracts. There are contracts in place with Apple Computer, ComputerLand and Technology Group, and CompUSA. A statewide photocopier contract with multiple vendors will be in place by the end of February 2001. For the Division of Purchasing, this will be the first contract dealing with digital photocopiers with network capability – they can be used as network printers or standalone photocopiers.

### **Emerging Developments**

Bill Farnsworth referenced the **Secure Application and Data Access For State Employees** handout. Department of Administration employees Dena Duncan, Kevin Iwerson and Carla Casper (together with the Office of the Controller, Tax Commission, and other state agencies), have been deeply involved in working on this statewide employee logon system. There is more information to come on the development of this project at the April 25, 2001 ITRMC meeting.

Farnsworth referenced the Background on Metadata Standard handout. **Metatags** are lines of code embedded in a Web page, which allow the page to be searchable. **Carol Silvers**, Idaho State Library, emphasized this is a proposed standard at this time. Silvers also requested feedback from webmasters and librarians, who would be stakeholders in this process.

### **NEW BUSINESS/ADJOURNMENT**

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 3:50 p.m. The next ITRMC meeting is scheduled for Wednesday, April 25, 2001 from 8:30 a.m. - 1:00 p.m. in the East Conference Room, Joe R. Williams Building.

Respectfully submitted,

Emily Gales, ITRMC Assistant